

**Joint Meeting of the Water & Sewer Commission
And the Electric Utility Commission
November 3, 2014**

I. **Roll Call:** Commissioners Steve Fitzhugh, Chris Bradley, Jim Wilson; Town Manager Jeff Schulz; Utility Superintendent Pat Demasi. Steve Fitzhugh called the meeting to order at 7:00 PM.

II. **Appointment of Acting Clerk:** Chairman Fitzhugh stated that the Commission needs to appoint an Acting Clerk to take minutes. Jeff Schulz volunteered to take the minutes, and the Commission appointed Jeff as Acting Clerk.

III. **Meeting of the Electric Commission:**

The Electric Commission reviewed the latest electric budget status reports dated 10/31/14. The other income revenue, such as the Velco and Transco payments and credits are at 19% of budget, and are below projections primarily because no Transco net settlement credits have been applied to the Town's energy bill. Those payments or credits will appear on the November and December bill.

The energy sales revenues, such as the residential solar credits, and the residential, commercial and institutional sources, are on target for this quarter at 31% of budget. The Commission also discussed details of the revenue lines for the energy sales. The other operating revenue lines are on target at 28%.

Next, the Commission reviewed the Electric Department expenses which are at 19% of budget for the quarter. Steve Fitzhugh and Patrick Demasi reviewed the specific expense line items with the Commission. Next, Patrick reviewed the Electric Department CIP, which has a balance of \$490,202, as of 6/30/14.

IV. **Meeting of the Water/Sewer Commission**

The Water and Sewer Commissioners reviewed the Water Department budget status report which showed that revenues exceed expenses by \$60,665 as of October 31. The expenses are at 31.5% of budget for the year to date. Next, Patrick discussed the water CIP and the following projects: the GIS mapping project is on-going and is a winter project; the 3 bay garage on the well field is completed; the reservoir needs cleaning every three years; the well field testing report is due every 3 years; the SCDA/computer system needs replacing every five years; the valve replacement schedule; hydrant and line replacement; and vehicle replacement.

Next, the Commissioners discussed the Sewer Department budget status report, which showed that revenues exceeded expenses by \$9,839. The Sewer Department expenses are at 32% of budget as of October 31, 2014.

V. Lien Authority

Steve and Chris suggested further review of the City of Burlington's lien authority regarding past due electric bills, and whether the authority is by ordinance through the Council or with the Electric Department.

VI. Jim Wilson moved to adjournment at 8:30pm. Chris Bradley seconded the motion. Motion was approved. The meeting adjourned 8:30pm.

Respectfully Submitted,

Jeff Schulz, Acting Clerk